MENTOR GUIDELINES FORM

Return to Lauralee Allen, Director of Alumni Engagement, in the Collegiate Alumni Office (lauralee_allen@collegiate-va.org) by Feb. 3.

As a Collegiate alumni mentor, you are an invaluable resource to students as part of the career exploration, planning and development process. As an alum, you will draw upon your own experiences and perspective in discussing career topics with students. Mentors and mentees agree to make a good-faith effort to engage in a professional manner during the job shadowing week. As a Trailblaze mentor I will:

1. Engage with the program's resources with professionalism and ethical standards reflecting those of Collegiate and agree:
   A. Information gained during the mentoring session will be kept confidential.
   B. Personal data required for the program will be secure and only used for Trailblaze purposes.

2. I will notify Collegiate School immediately if my level of involvement changes. If at any point, I am no longer able or no longer want to participate in the program, I will notify Lauralee Allen in the Collegiate Alumni Office at lauralee_allen@collegiate-va.org or 804.387.2474.

3. I understand that I am not expected to have all the answers. If I ever feel that I cannot provide appropriate support for the mentee's needs, I will contact Trina Clemans at Collegiate School at trina_clemans@collegiate-va.org or 804.512.1739.

Please verify that the Trailblaze program meets the U.S. Department of Labor standards of an unpaid training program as the following six criteria are met:

1. The training program, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.

2. The training program experience is for the benefit of the intern.

3. The trainee does not displace regular employees, but works under close supervision of existing staff.

4. The employer that provides the training derives no immediate advantage from the activities of the trainee and on occasion its operations may actually be impeded.

5. The trainee is not necessarily entitled to a job at the conclusion of the internship.

6. The employer and the trainee understand that the intern is not entitled to wages for the time spent in the internship.